



YoungStar

Frequently Asked Questions: Business and Professional Practices

February 5, 2016

Note: Almost all questions have been revised since June 10, 2013; questions that have been substantially revised or added since the last update are highlighted.

YoungStar is a 5 Star quality rating and improvement system that supports child care and school-age care providers in the areas of education, learning environment & curriculum, business & professional practices and the health & well-being of children. Through this rating system the state addresses several key issues in Wisconsin's child care system. YoungStar:

- Focuses on improving outcomes for children by improving the overall quality of care
- Creates multiple pathways to professional development opportunities and better quality for child care and school-age programs
- Creates a clear, understandable tool for parents to choose quality child care
- Creates incentives and provides support for programs to improve services, particularly for low-income children
- Improves accountability for the Wisconsin Shares system

Questions on YoungStar Evaluation Criteria: Business & Professional Practices

(These questions are excerpted from the comprehensive YoungStar FAQ, and their numbers remain the same.)

BUS-1. How will I know when I have met the criteria for each of the Business and Professional Practices indicators?

BUS-2. Where can I find support to help me develop my Business and Professional Practices?

BUS-3. How do part-time programs meet the same quality criteria as full-time programs, in terms of staff benefits, etc.?

BUS-4. If my program is part of a larger organization and I don't have an individual program site budget, can I still earn the point for having a budget?

BUS-5. If I use parent satisfaction surveys, can I receive a YoungStar point for Family Involvement?

Answers about YoungStar Evaluation Criteria: Business & Professional Practices

BUS-1. How will I know when I have met the criteria for each of the Business and Professional Practices indicators?

YoungStar specifics for each quality indicator used to evaluate programs can be found in the *Evaluation Criteria*:

Family: http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-family.pdf

Group: http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-group.pdf

School-Age:

http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-schoolage.pdf

Day Camps:

http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-daycamp.pdf

Questions about these documents should be directed to your YoungStar Technical Consultant.

BUS-2. Where can I find support to help me develop my Business and Professional Practices?

Your YoungStar Technical Consultant will be able to help you or refer you to someone who can. In addition, there are trainings available throughout the state—check out the Incentives, Training & Technical Assistance, and Micro-Grants section of this FAQ to find trainings.

If you are interested in exploring this topic on your own, YoungStar provides several resources:

- In the “Business and Professional Practices” section of the YoungStar Providers’ “Resources for Providers” webpage, you can find policy checklists, small business resources, sample contracts, and more:

<http://www.dcf.wisconsin.gov/youngstar/provider-resources.htm>

Policy Checklists:

Group, School-Age, and Day Camp Programs:

http://dcf.wisconsin.gov/youngstar/pdf/policy_checklist_group.pdf

Family Child Care Programs:

http://dcf.wisconsin.gov/youngstar/pdf/checklist_family_child_care_policies.pdf

- The Resources for Providers webpage also provides a link to Tom Copeland’s blog about running a family child care business, including information on record-keeping, taxes, contracts, legal issues, insurance, money management, and retirement planning: <http://tomcopelandblog.com/>
- Also, there is a special YoungStar webpage for budget, tax, and record-keeping support materials: <http://dcf.wisconsin.gov/youngstar/budget.htm>
- The Wisconsin Early Childhood Association (WECA) has a free, self-paced, online training on business practices: <http://wisconsinearlychildhood.org/free-online-child-care-training-business-practices-tutorial/>

BUS-3. How do part-time programs meet the same quality criteria as full-time programs, in terms of staff benefits, etc.?

Part-time programs need to meet a *prorated* level of benefit, based on the amount of time the program is available compared to full-day programs.

BUS-4. If my program is part of a larger organization and I don’t have an individual program site budget, can I still earn the point for having a budget?

Yes. If your program is part of a larger organization like a corporation or large non-profit, you may still earn the point for having a budget if you can show the YoungStar rater the required elements of the point within the organization's larger budget. All information that is irrelevant to YoungStar can be blacked out in the budget.

BUS-5. If I use parent satisfaction surveys, can I receive a YoungStar point for Family Involvement?

Family surveys *alone* (with no follow-up) would *not* earn you a point. Using the results of a family survey and developing family involvement opportunities that reflect the needs of children and their families can help you earn points within the Business and Professional Practices indicator area. Specific policies and practices that reflect parental input into the program's operations play a key role in the determination of points awarded. You can learn about these specific policies and practices (and the number that need to be in place to earn 1 or 2 points) in the *YoungStar Evaluation Criteria*:

Family: http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-family.pdf

Group: http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-group.pdf

School-Age:

http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-schoolage.pdf

Day Camps: http://www.dcf.wisconsin.gov/youngstar/pdf/evaluation_criteria/2016_eval_criteria/2016-ys-evaluation-criteria-daycamp.pdf